STATE OF CALIFORNIA
FILING METHODS SECTION
**FRANCHISE TAX BOARD**
PO BOX 1468
SACRAMENTO CA 95812-1468

# Agreement to Comply with FTB Pub. 1098
# Annual Requirements and Specifications

You must complete this form if you are any of the following

- Computerized Tax Processor
- Tax Software Developer
- Commercial Printer
- Other Tax Form Developer

Please email your completed form to **Substituteforms@ftb.ca.gov** or mail it to:

**Substitute Forms  MS F284**
**Franchise Tax Board**
**PO Box 1468**
**Sacramento CA 95812-1468**

I am a representative of
*(name of company)* _____
and I am authorized to agree to and answer the following on behalf of the above named company.

**Our company will (check all applicable boxes):**

☐ Develop scannable tax form or vouchers using our tax software programs.

| | | | |
|---|---|---|---|
| ☐ Form 100-ES | ☐ Form 541-ES | ☐ FTB 3537 | ☐ FTB 3582 |
| ☐ Form 540 | ☐ FTB 3519 | ☐ FTB 3538 | ☐ FTB 3586 |
| ☐ Form 540-ES | ☐ FTB 3522 | ☐ FTB 3539 | ☐ FTB 3587 |
| ☐ Form 540-V | ☐ FTB 3536 | ☐ FTB 3563 | ☐ FTB 3588 |

☐ Develop tax software programs to be used with scannable tax forms developed by

_____*(provide company name)*

☐ Develop scannable tax form or vouchers for other companies to use with their tax software programs.

| | | | |
|---|---|---|---|
| ☐ Form 100-ES | ☐ Form 541-ES | ☐ FTB 3537 | ☐ FTB 3582 |
| ☐ Form 540 | ☐ FTB 3519 | ☐ FTB 3538 | ☐ FTB 3586 |
| ☐ Form 540-ES | ☐ FTB 3522 | ☐ FTB 3539 | ☐ FTB 3587 |
| ☐ Form 540-V | ☐ FTB 3536 | ☐ FTB 3563 | ☐ FTB 3588 |

☐ Develop substitute forms using our tax software programs.

☐ Develop Paperless Schedule K-1 (565 or 568) to be submitted on CD or diskette.

☐ Reproduce official forms provided by the Franchise Tax Board.

☐ Develop substitute forms for other companies to use with their tax software programs.

Our company agrees to comply with FTB Pub. 1098, Annual Requirements and Specifications for the Development and Use of Substitute, Scannable, and Reproduced Tax Forms. Go to **ftb.ca.gov** and search for **1098**.

**Specifically, our company agrees to:**

1. Refrain from requesting approval of scannable/substitute tax forms based on preliminary draft versions of our forms, or using preliminary versions of our forms to prepare returns for filing with the Franchise Tax Board, or distributing preliminary versions of our forms to the public.

2. Submit to the Franchise Tax Board for its review and approval, prior to their release to customers or clients, any scannable/electronically processed substitute tax forms or any products that produce these forms and, in case of paperless Schedules K-1 (565 or 568), use Franchise Tax Board provided Schedules K-1 (565 or 568) TestWare or submit Schedules K-1 (565 or 568) test files before sending production files.

3. When notified by the Franchise Tax Board, promptly correct errors in our company's scannable/substitute tax forms and substantiate to the Franchise Tax Board that our company has corrected the errors and notified customers or clients of the corrections. Continue to educate customers to prevent problem returns from being generated.

4. Notify customers or clients of the computer hardware requirements, including printers, printer fonts, font cartridges, etc., necessary to produce our company's scannable/substitute tax forms that were approved by the Franchise Tax Board.

5. Identify to the Franchise Tax Board all scannable/substitute tax forms and tax software programs using our company's three-digit identification code.

6. Notify Franchise Tax Board of any critical software problems identified after releasing products to customers.

7. Abide by the provisions of Senate Bill 1724 signed into law on September 30, 2000, (amending Sections 17530.5, 22251, and 22253 of the Business and Professions Code and adding Sections 1799.1a to the Civil Code and 18621.7 to the Revenue and Taxation Code). This law requires the Franchise Tax Board to approve only those commercially developed tax preparation forms and software that are compliant with the privacy and confidentiality provisions described in these Codes.

Our company also specifically authorizes the Franchise Tax Board to include the name of our company in various public information material designed to inform tax practitioners and the public about vendors who have agreed, complied, or failed to comply with the Franchise Tax Board's policies, procedures, guidelines, and specifications.

| Authorized representative's name | Computerized Tax Processor Identification (CTP ID)* |
|---|---|
| Signature by | Date |
| Title | |
| Mailing address | |
| City, State, ZIP Code | |

| Forms contact name | Telephone number ( ) ext. |
|---|---|
| Forms contact email address | FAX number ( ) |
| Additional contact name | Telephone number ( ) ext. |
| Additional contact email address | Telephone number for public distribution ( ) ext. |

*Please refer to the assigned three-digit number given in a prior acknowledgement letter, if applicable.